



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH

G. ERIK HOTTON JR., ARCHITECT  
Georgia Department of Community Health  
Division of Health Planning  
5<sup>th</sup> Floor, 2 Peachtree Street, NW  
Atlanta, Georgia 30303-3159  
404/656-0457  
FAX 404/656-0654  
ehotton@dch.ga.gov  
Revised May 19, 2006

## **INFORMATION FOR THE DESIGN AND CONSTRUCTION** **OF:**

### **HOSPITALS** **NURSING HOMES** **AMBULATORY SURGICAL TREATMENT CENTERS**

**ALL** construction projects, (*regardless of cost or C-O-N Reviewability*), involving new construction, renovations, alterations and/or additions shall be submitted to this office for review and shall be approved, in writing, by this office **PRIOR TO THE START OF CONSTRUCTION.**

The “**PLAN REVIEW GUIDELINES**” shall be followed when submitting plans for review.

Construction documents submitted for *final review* shall be sealed, signed and dated by the design professional in accordance with the Official Code of Georgia Chapter 43-4-15.

"The Law Governing the Practice of Architecture in Georgia and the Rules of the Board"

A copy of our “**DCH PLANS TRANSMITTAL LETTER**” shall be filled out and included with **ALL** plan submittals. A DCH project number, (IE: FULTON-1A), will be assigned upon first submittal and should be referenced on all submittals or correspondence thereafter.

The “**DCH CONSTRUCTION / RENOVATION PROGRAM NARRATIVE**” shall be filled out by the **owner** of the project and be included with the Construction Documents submitted for Final Review and issuance of the Construction Permit.

While it is permissible to submit schematic/preliminary and design development plans to this office by mail, it is customary and encouraged that an appointment be made for a sit-down review of the project. Only one copy of the floor plans are required for review, however, the design professional may wish to bring an additional copy to record notes, changes and other comments.

**ONE** set of Final Construction Documents shall be submitted to this office  
**A minimum of 45 days prior to the desired start of construction.**

**Due to the time required for a complete review and time commitments to other projects, sit-down reviews of final construction plans are not possible**

## **SUBMISSION OF CONSTRUCTION DOCUMENTS FOR FINAL REVIEW SHALL INCLUDE THE FOLLOWING:**

- (1) A copy of our "DCH PLANS TRANSMITTAL LETTER" filled out in its entirety.
- (2) A copy of our "DCH CONSTRUCTION/RENOVATION PROGRAM NARRATIVE" filled out in its entirety by the owner of the project along with one of the following if obtained by the owner:
  - (4a) A copy of a valid Certificate-of Need approval letter as issued by the Georgia Department of Community Health, Office of General Counsel.
  - (4b) A copy of a "Determination Letter" as issued by the Georgia Department of Community Health, Office of General Counsel. (Small projects under the current CON threshold which do not add new services or beds to a facility are not required to include a Determination letter.)
  - (4c) A copy of a "Letter of Non Reviewability" as issued by the Georgia Department of Community Health, Office of General Counsel.  
(LNR's are issued for Single Specialty Ambulatory Surgery Centers)
- (3) ONE set of Construction Documents shall be submitted for review and shall include the following: Architectural, Civil, Mechanical, Electrical and Plumbing Drawings. Equipment, Finish, Door and Hardware Schedules shall also be provided. (Schedules shall be located on the drawings or the appropriate sections of the specifications book shall be submitted). (Structural Drawings and the complete Specification Books are not required).

**Please break down large sets of drawings into separate bindings no more than ½" thick.**

## **DUE TO THE VOLUME OF CONSTRUCTION IN GEORGIA** **CONSTRUCTION DOCUMENTS SHALL BE SUBMITTED FOR FINAL REVIEW** **A MINIMUM OF 45 DAYS** **PRIOR TO THE START OF CONSTRUCTION**

Plans and correspondence shall be submitted to:

G. ERIK HOTTON JR., ARCHITECT  
Georgia Department of Community Health  
Office of General Counsel  
Division of Health Planning  
5<sup>th</sup> Floor, 2 Peachtree Street, NW  
Atlanta, Georgia 30303-3159  
404/656-0457  
FAX 404/656-0654  
[ehotton@dch.ga.gov](mailto:ehotton@dch.ga.gov)

Updated forms are available on our website

[www.dch.georgia.gov](http://www.dch.georgia.gov)

Look under Quick Links for "CON INFORMATION"  
Click on "INFO FOR DESIGN AND CONSTRUCTION"

Please note:

Healthcare projects may be subject to review and approval by the following authorities:  
State Fire Marshals Office, (404) 656-7087  
Local Fire and/or Building Authorities.  
(We do not forward plans)